

CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

COPY

ACTION MEMORANDUM NO. A-265

3 July 1963

TO : Deputy Director (Plans) General Counsel
Deputy Director (Support) Inspector General
Deputy Director (Intelligence) Comptroller
Deputy Director (Research)

SUBJECT: Correspondence Addressed to the Office of the Director

1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.

2. Probably due to the passage of time, change of Directors, etc., the O/DCI continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background use only.

3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.

a. "This memorandum is for information only; particular reference is made to paragraphs ____, ____, and ____."

b. "This memorandum suggests action on the part of the DCI DDCI or Executive Director; this action is contained in paragraph ____"

c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph ____"

/s/
Lyman B. Kirkpatrick
Executive Director

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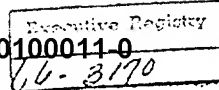
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/s/
Lyman B. Kirkpatrick
Executive Director

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DD/S 66-3775

19 JUL 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use of Certain Terms

As requested by you to pass around on a quiet basis, the following are the expressions and their definitions which I discussed at a recent staff meeting.

"DD/P," "DD/S," "DD/I," and "DD/S&T" refer to the man, not the directorate. "Clandestine Services," "Support Services," "Directorate of Intelligence," and "Directorate of Science and Technology" should be used to refer to the directorate.

The term "Director" or "Director of Central Intelligence" should be used when referring to Mr. Helms, not "DCI."



25X1A

L. K. White

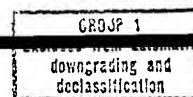
Executive Director-Comptroller

DD/S Distribution:

✓ Orig - DD/S Subject

1 - ea to D/CO, D/F, D/L, D/MS, D/P, D/S, DTR

~~CONFIDENTIAL~~



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REFERENCE LINES

DD/S 65-0000

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCE : Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and
DD/S&T fr ExDir-Compt, same subject

If there is more than one reference:

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Holiday Duty

REFERENCES : (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and
DD/S&T fr ExDir-Compt, same subject

(b) Memo dtd 5 Nov 65 to ExDir thru DD/S fr DD/P,
same subject

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100011-0

MEMORANDUM FOR THE FILE

DD/S 65-0000

MEMORANDUM FOR THE FILE

SUBJECT: XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX

1. XXXXXXXXXXXXXXXX, etc.
2. XXXXXXXXXXXXXXXX, etc.
3. XXXXXXXXXXXXXXXX, etc.

R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:fp)	
Distribution:)	Shown on original.
O - DD/S subject)	
1 - DD/S chrono)	

EXTRA COPY!

1043

DATE: 5 November 1965

PARTICIPANTS: Department of State:

Central Intelligence Agency:

COPIES TO : DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S (2)

- R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:fp

O - DD/S subject

1 - each office listed above

1 - DD/S chrono

FORM NO.
1 FEB 57

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(11-23-39)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Optional: XXXXXXXXXXXX XXXXX XXX				
FROM: Deputy Director for Support Room 7D-18 HQS		EXTENSION	NO. 100-1-1000	
			DATE 5 November 1965	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Personnel Room 5E-56 HQS				Eck:
2.				XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX.
3.				XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX.
4.				
5.				
6.				R. L. Bannerman
7.				Att
8.				Memo dtd 4 Nov 65 to DD/I, DD/P, DD/S, and DD/S&T fr DDCI, subj: XXXXXX XXXXXX XXX *(DD/S 65-0000)
9.				((DD/S:RLB:fp ((Distribution: ((O - Addressee w/cc of att ((1 - DD/S chrono ((1 - DD/S subject w/att
10.		Shows on DD/S copies only.		((DD/S 65-0000 - Memo dtd, etc. *DD/S number shown only on DD/S copies.
11.		Copies are on this form also.		
12.				
13.				
14.				
15.				

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FORM 610 USE PREVIOUS EDITIONS ☐ SE(XERO COPY) ☐ CONFIDENTIAL ☐ INTERNAL USE XERO COPY ☐ UNCLASSIFIED

TRANSMITTAL SLIP		DATE	10 July 1965
TO: Director of Logistics			
ROOM NO.	BUILDING		
1C-50	Quarters Eye		
REMARKS:			
<p>For your information.</p> <p>(Note: Prepare a transmittal of the office to which the extract will be sent. It is not necessary to make a chrono and subject of the transmittal slip. The chrono and subject of the extract itself will be sufficient. Have the officer sending the extract (in this case Mr. Bannerman) initial above his title on the transmittal slip.)</p>			
FROM: Deputy Director for Support			
ROOM NO.	BUILDING		
7D-18	Headquarters		
FORM NO. 241 1 FEB 55	REPLACES FORM 30-8 WHICH MAY BE USED. ★ GPO: 1957-O-439445 (47)		

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14125

6 January 1963
(The date the material
quoted was written)

E-X-T-R-A-C-T

"a. XXXXXXXXXXXX, etc.

"b. XXXXXXXXXXXX, etc.

E-X-T-R-A-C-T

DD/S:RLB:fp)
Distribution:)
O - D/Log on 10 January 63.)
1 - DD/S chrono)
1 - DD/S subject)

On DD/S copies only

R. L. Bannerman
Deputy Director
for Support

Att

Memo dtd 5 Nov 65 to DD/S) If the attachment is clearly spelled out
fr D/Pers, subj: Recruitment) in the body of the memorandum, there
is no reason to spell it out here.
BUT -- Do NOT use the phrase "As stated",
simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts

Att 1: Memo dtd 5 Nov 56 to DD/S
fr D/Pers, subj: Recruitment
Att 2: Memo dtd 23 Oct 65 to DD/S
fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing
attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they
are shown as follows:

R. L. Bannerman
Deputy Director
for Support

Att

Reference (or, Referent memorandum)

cc: General Counsel
Director of Personnel

NOTE: Memoranda have "Attachments"
Letters have "Enclosures"

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INFORMAL MEMORANDUM

MEMORANDUM FOR: Director of Personnel

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

R. L. Bannerman

ON, VERT AND CLIMAX
This form never used for ExDir, DDCI or DCI.

MEMORANDUM FOR: Mr. Echols

Eck:

Xxxx
xx.

R. L. Bannerman

XF1
0001

INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES
IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director
Department of.
0000 1st Street, N.W.
Washington, D.C. 00000

rather than

Mr. John W. Smith
Director
Department of.
0000 1st Street, N.W.
Washington, D.C. 00000

2. He prefers the memorandum format rather than a letter, even
when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk
The Secretary of State

SUBJECT :

rather than the letter format.

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

Richard Helms
Director

Attachment

ON CIA COPIES ONLY:

DD/S:RLB:fp (ON DD/S COPIES ONLY)

Distribution:

- O&1 - Addressee w/att
- 1 - Signing Official w/att
- 1 - ER w/att
- 2 - DD/S w/att
- 1 - D/Sec w/att.

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

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COPY

XERO
COPY

XERO
COPY



CENTRAL INTELLIGENCE AGENCY

WASHINGTON XX D. C. 20505

OFFICE OF DIRECTOR OF CENTRAL INTELLIGENCE

(This format applies to Ex. Dir. and DCI also--
each letter must be on proper letterhead. The
Executive Director uses DCI letterhead.)

The Honorable Robert S. McNamara
The Secretary of Defense
Washington, D. C. 20301

Dear Mr. Secretary: (Find out if the person signing the letter knows
the addressee personally, for instance well
enough to use his first name.)

XX
XX.

XXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXX, etc.

Sincerely,

Richard Helms
Director

Enclosure (if any)

DD/S:RLB:jvw) On DD/S copies only.
Distribution:)
Orig & 1 - Addressee)
1 - ER) Distribution on CIA copies only.
1 - Signing Official
1 - DD/S Subject
1 - DD/S Chrono
1 - DD/P
(any other copies required)

CONCUR: _____
Date

R. L. Bannerman
Deputy Director
for Support

Make an envelope for the letter to be forwarded to ER with package

XERO
COPY

XERO
COPY

XERO
COPY

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COPY